Project Definition Statement Instructions

Introduction: How to Use This Tool

The following template is used to document basic project information. It is to be used at the start of the project, when key elements get defined and submitted for approval.

IMPORTANT NOTICE: Remember that each project is unique and that requirements will vary from project to project or from organization to organization. The intent of this document is to assist the project team in quickly defining the project, its goals and objectives, and most importantly the scope of the project.

Do not remove any elements that do not apply to your project instead mark the section as "N/A" (Not Applicable) If the project team feels that more elements are required in order to present a clear picture of the project and its scope, adding additional sections is allowed.

Be sure to delete or replace all instructional text in dark grey with your own data.

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Project Overview

Basic Project Information

The following table includes the basic information associated with this project. Please contact the project manager with any additional questions or comments.

Project Title	[Insert Project Name]
Business Area Ownership	[Insert Department of Project Ownership]
Project Sponsor/Sponsoring Department	[Insert Name of Project Sponsor]
Project Manager	[Insert Name of Project Manager]
Project Manager Contact Information	[Insert E-mail, Phone Contact of Project Manager]
Solution Architect/Lead Designer	[Insert Name of Solution Architect/Lead Designer]
Project Start Date	[Insert Estimate Project Start Date]

Project Description

Project Purpose	Why was this project chosen? What issue is being resolved? What value is being added to the organization? What are the project goals and objectives?
Project Scope	What falls within scope for the project? What's out of scope?
Project Deliverables	What are the expected high-level outcomes of the project? What deliverables is the project going to commit to?
Project Time Frame	What is the estimated project duration? Include estimated dates.
Project Commitment	How much effort is required? How well is the organization positioned to execute and realize the project (considering resources, timelines, capabilities, skills, etc.)? Document preliminary cost considerations.
Project Priority	What is the project's priority level relative to other projects? (i.e. High/Med/Low). For more help with prioritizing projects, refer to the ITA Premium "Project Prioritization Tool."
Project Resources and Effort	How many people are needed to run the project? What key skills/roles are needed (i.e. Web methods development, database analyst [DBA], business analyst, programmer, quality assurance, security, infrastructure design, network engineer, network technician)? What other resources will be needed (i.e. hardware considerations)?

Project Cost Considerations	What costs are associated? How should costs be grouped (i.e. contractors, software licensing, software maintenance, hardware, hardware maintenance, internal labor)? What are overhead/development costs? What are ongoing/maintenance costs expected to be? Is cost a deciding factor?

Key Success Factors

What are the key success factors for the project (i.e. the factors that are a necessary condition for the success of the project)?

> For example:
> - Committed project sponsor and stakeholder group
> - Dedicated project team
> - Stable interest rates
> - Executive support
> - Upfront funding
> - Experienced project manager leading project

Risk Identification

What are some of the risks that may be encountered during the project? Indicate high level mitigation strategies. (Note: A risk is defined as anything that could potentially affect the successful completion of the project.)

Category	Probability	Risk	Mitigation Strategy
Personnel Availability	High	Personnel not committed to project get pulled in different directions.	Ensure personnel are fully committed and dedicated to the project.
Schedule	Med	Completed project not delivered on time.	Break project into small and manageable project milestones to ensure better control over project and to ensure that schedule is being maintained.
Clarity and Stability of Requirements	Med	Requirements not clear or constantly changing.	Pull in the project sponsor to negotiate with customer and clarify expectations. Consider cancelling the project if requirements change too drastically.
Project Team Experience	Med	Project team lacks skills, knowledge, and expertise to produce project deliverables on time.	Start project team training at the onset of the project. Provide tools that will assist the project team.
[Risk]	[High, Med, Low]	[Description /explanation of risk]	[Tactics and strategy to mitigate risk]

Project Stakeholders

Key Project Stakeholders

Project stakeholders are all of the people who have a vested interest in the project, yet are not involved in the day-to-day operations of the project. As a stakeholder, expectations can include (but are not limited to):

- Granting approval, from appropriate stakeholder levels.

- Providing feedback when requested.

- Providing information as to how the project's outcomes will affect their business area.

- Clarifying the business need associated with the project.

- [Add as necessary]

The key stakeholders for this project are listed in the table below.

Stakeholder Name	Role on the Project	Project Responsibilities
[Insert Name]		
[Insert Name]		
[Insert Name]		

Other Affected User Groups / Intended Audience

The following table outlines the user groups that will be affected by this project.

User Group or Audience	Level of Influence
Marketing	High - The project will result in the replacement of existing reporting software.
[Example: Marketing management]	[High, Medium, Low]
[Example: IT Applications Developers]	[High, Medium, Low]
[Example: Clients]	[High, Medium, Low]

Communications Plan

Provide an outline of the high level communications plan. Specific dates are not required.

Stakeholder	Frequency	Method	Purpose
Project Sponsor	Weekly	Meeting	Discuss project progress, issues, etc.
Executive	Monthly	Meeting	Provide project update.
[Group Name]	[Daily, Weekly, Bi-weekly, Monthly]	[E-mail, Phone, Meeting, Presentation]	[Provide details on purpose for communication]

Approval

_____   _____

Project Sponsor Signature   (Date)

_____

Print Name

_____   _____

Project Manager Signature   (Date)

_____

Print Name

Related Templates

Location	01-Concept_Phase	
Title	**Filename**	**Document ID**
Project Definition Statement	Project_Definition_Statement.docx	Appendix B 170